

# TAFELBERG SCHOOL



## CODE of CONDUCT & DISCIPLINE STRUCTURE

## INTRODUCTION

The purpose of the Code of Conduct and discipline structure is to create an ordered environment in which learners and educators feel safe and at ease, thereby permitting a culture of teaching and learning to take root. Quality education can only take place if such an ethos of teaching and learning is firmly established at our school.

The SA Schools Act envisages the creation of a disciplined and purposeful school environment, which is devoted to the progress, continuation and maintenance of the standard of the learning and teaching process. The SA Schools Act exempts no learner from this obligation.

The discipline structure thus serves to ensure that educators can teach and facilitate without hindrance, and that no learner prevents a fellow learner from reaching their full potential.

Learners must be aware of what is expected of them and what sanctions will be meted out should they contravene the Code of Conduct and school rules. The discipline structure aims to regulate learner conduct, discipline disobedient learners, and in most cases attempts to remediate unacceptable behaviour.

The discipline structure will be applied consistently, fairly and with understanding. Furthermore, all learners have a right to use the channels created at the school in order to be heard.

We know all parents/guardians want the very best for their children, and therefore we are confident that parents/guardians will support the discipline policy and Code of Conduct of our school. We also encourage parents/guardians to contact the school, or make an appointment to visit the school, to discuss matters affecting their children.

Lastly, we understand that our discipline structure and Code of Conduct may convey a negative message. However, we feel it can enhance and improve the positive qualities of our learners. We do hope that the learners will have the necessary self discipline to make disciplinary action unnecessary. We also try to encourage good behavior through a variety of ways: rewards, verbal praise and by means of the "Good News" letter. Besides implementing sound discipline, we believe in the adage: "Help people reach their full potential, catch them doing something right" — The One Minute Manager.

**“Good discipline is a characteristic of an effective school”**

# **CODE OF CONDUCT**

## **PREAMBLE**

We pledge ourselves to Tafelberg School, and to use our time and energies wisely in order to make this a place of excellence.

In striving for this goal we realise and accept that a Code of Conduct is necessary for all at Tafelberg, in order to achieve our full potential and to ensure the smooth running of our school, so that we the learners and educators, can make this truly a place of excellence, and a place in which we, the learners, can achieve our best in all spheres.

This Code of Conduct is based on:

- (a) respect
- (b) honesty
- (c) sound work/academic ethic
- (d) good conduct and appearance

and a mutual understanding, which includes the understanding that those who disregard the Code make themselves liable for disciplinary action.

## **THE CODE:**

### **1. RESPECT**

- 1.1 educators, staff, learners and parents/guardians must treat each other with respect
- 1.2 learners must treat each other with respect
- 1.3 all must respect each other's physical well-being
- 1.4 all must respect each others emotional well-being
- 1.5 all must respect each others property
- 1.6 all must respect school property and grounds
- 1.7 all must respect the school uniform good name of the school
- 1.9 all sports persons must treat their opponents with respect
- 1.10 all must respect the religious, cultural and gender rights of educators and learners
- 1.11 all learners representing the school must treat others with respect

### **2. HONESTY**

- 2.1 all must be truthful in word and action at all times
- 2.2 honesty must be practised in all academic spheres
- 2.3 all have the right to be heard in searching for the truth
- 2.4 all have the responsibility and are encouraged to report dishonesty in all areas of school life without fear or favor.

### **3. WORK ETHIC**

- 3.1 classes must be kept clean, neat and tidy
- 3.2 all must be punctual at school and for classes
- 3.3 educators have the right to teach
- 3.4 all learners have the right to learn
- 3.5 all learners must commit themselves to their school work
- 3.6 all homework and class work must be completed on time
- 3.7 correct books and equipment must be at school each day
- 3.8 books must be properly cared for
- 3.9 no unauthorised disruption of learning is to take place
- 3.10 nobody may leave the school grounds or the classroom without proper authority

### **4. APPEARANCE AND CONDUCT**

- 4.1 personal appearance must be according to regulations set by the school and teaching profession
- 4.2 proper uniform to be worn correctly each day
- 4.3 no banned substances allowed on school property
- 4.4 no weapons and or dangerous objects are allowed on school property
- 4.5 no cigarette/tobacco matter, e-cigarettes, vapes or lighters/matches allowed on school property by learners or in possession while in school uniform
- 4.6 no drinking of alcoholic substances nor smoking (tobacco or other) allowed at school/school functions or in school uniform, by learners
- 4.7 no threatening or violent behaviour allowed at school/ school functions or while in school uniform
- 4.8 no engaging in acts of a sexual nature at school / school functions or while in school uniform

### **5. CONSEQUENCES**

All learners and their parents/guardians must realise and accept that disregarding the Code will lead to certain consequences. The consequences are built in as a control measure to protect and aid the smooth running of the school and learning environment. The consequences are accepted by all learners at Tafelberg. The consequences will be meted out in fair and consistent manner by those in the relevant authority position, at different levels and the consequences will be carried out after fair and full representations. The School reserves the right to make any final decision in the best interests of all learners.

## **DISCIPLINE STRUCTURE**

**Note that the school is a smoke free, drug free, bully free and gun/weapon free zone.**

**The lists below is not exhaustive.**

### **CONTRAVENTIONS AND SANCTIONS**

Offences are divided into 3 categories according to the seriousness of the incident. Any of the listed sanctions may be applied in any order and any combination by the educators and Phase Heads.

Only the Phase Heads may put learners into Afternoon DT, and remove learners from classes.

#### **CATEGORY 1** (Educators Guideline)

<b>CONTRAVENTION/OFFENCE</b>	<b>SANCTION</b>
Books /diary / equipment not at school	Referral to Afternoon DT
Classroom misbehaviour	Verbal/written warning
Corridor misbehaviour	Writing out
Playground misbehaviour	Written apology
Reply slips not returned	Break DT
Copying / cheating (class and homework)	Contact parents
Lying / dishonesty	Pay replacement costs
Spitting	
Throwing objects , without causing injury	
Littering	
Bunking class	
Late for school	
Late for class / lines	
P.E. clothes not at school	
Appearance: hair, clothes, shoes, shirt	
Bad sportsmanship	
Breakages: windows etc. (accidental)	
Abusive / unacceptable language	
Public display of affection (hugging, holding hands etc.)	

Repeat offenders – Multiple offences: After interventions, refer to Phase Heads who will contact parents and punish according to Category 2 sanctions.

## **CATEGORY 2**

The Phase Heads will deal with all Category 2 offences, and repeat offenders after the educators have initially dealt with the offence.

<b>CONTRAVENTION/OFFENCE</b>	<b>SANCTION</b>
Repeat of any Category 1 offences Disregard/defying authority Disruptive behaviour Bullying of any form Bunking School Undesirable literature/images Leaving school grounds without permission Entering out of bounds areas Pattern of absenteeism Disrespect towards adults/staff Disregarding safety measures	Contact Parents Banned from school activities/awards Parent meeting Letter of warning Isolation Intervention/remedial courses Afternoon DT Monitor card School contract Safe Schools informed

Repeat offenders: Contact parents and punishment according to Category 3 sanctions.

## **CATEGORY 3**

The Deputy/Vice Principal will deal with all Category 3 offences and repeat offenders.

<b>CONTRAVENTION/OFFENCE</b>	<b>SANCTION</b>
Repeat offences of category 2 Verbal and physical abuse towards adults/staff Smoking or vaping any substance or form In possession/under the influence of alcohol Theft Vandalism Assault and or physical abuse Physical fighting with learner or staff member Threats to do bodily harm Sexual harassment Sexual misconduct/acts of a sexual nature Possession or distribution of pornographic material Bringing the schools name into disrepute Disgraceful / improper conduct Possession of dangerous objects/weapons Possession of banned substances Trading/consuming of banned substances Repeated absenteeism Convicted by a court Dishonesty in examinations/standardised tests etc.	Restitution for vandalised property Community service Courses to modify behaviour Written warning Contracts Afternoon DT Saturday DT Suspension Diversion Programmes Expulsion SAPS/Metro Police School Governing Body Hearing/Meeting WCED intervention SAIC: Referral to MNED/ zero for assessment Safe Schools Referral to private clinical interventions

## **BREAKAGES**

Procedure for accidental breakage of school property or equipment by learners:

1. Learner/educator must report the incident to the Estate Manager/ class teacher:
  - 1.1. name of learner
  - 1.2. grade of learner
  - 1.3. date of incident
  - 1.4. what was broken e.g. window etc.
2. The Estate Manager will note it in a register and will cost the repairs.
3. The invoice of costs will be sent to the parent.
4. Payment to the bursar who will issue a receipt and inform the Estate Manager of payment.
5. Should the costs not be paid within two (2) months, the Estate Manager will inform the Principal, who may refer the matter to the school debt collecting agency.

## **J-BOARDS/SKATEBOARDS/BICYCLES/ROLLERBLADES**

1. Bicycles must be stored in the bicycle enclosure in the morning.
2. Bicycles are stored at own risk
3. Bicycles must be pushed from the school main gate to the bicycle enclosure in the morning and back to the gate in the afternoons.
4. Learners may not carry their J-boards or skateboards from class to class.
5. J-boards, Skateboards and rollerblades must be stored in lockers
6. Skateboarding and rollerblading may only take place in the designated area and with the appropriate protective gear.
7. No skateboarding, cycling or rollerblading in the school building.

NB: Any contravention of these regulations will result in the said items being confiscated until the end of the term.

## **TELEPHONE CALLS / CELL-PHONES**

1. Learners are not allowed to use the secretary's telephone to make calls.
2. Phones calls from the secretary's office will only be made on request of an HOD/Sports coach.
3. Learners are to hand in their cell-phones in the morning during register period for safe-keeping until end of day.
4. Cell-phones found on learners during school times will be confiscated until the end of term.
5. The school will not be held responsible for a stolen cell phone / tablet / smart watch if it was not handed in to the register teacher in the morning.
6. All cell-phones handed in to an educator for safe-keeping becomes the responsibility of the educator concerned.

## **SMOKING/ALCOHOL**

Smoking/use of tobacco products/E-Cigarettes/Vapes and drinking of alcohol by learners on school property and/or at any school function is strictly forbidden, as the school is a declared smoke free zone.

Refer to the *Tafelberg School Search and seizure and alcoholic liquor and illegal drug testing policy*.

## **UNIFORM & APPEARANCE DEFAULTS**

1. Learners not wearing the proper school uniform must have a letter addressed to the Principal explaining why the learner is not dressed according to the regulations.
2. The letter will only suffice for two weeks.
3. Non-school clothing items will be confiscated.
4. All learners are required to comply with the uniform and hair policy at all times. Failure to comply will result in the appropriate action taken against the learner. The school management reserves the right to implement appropriate consequences/sanction as follows:
  - Step 1: Verbal warning to learner and or learner is isolated for the day
  - Step 2: If not corrected after verbal warning – communication with the parent via phone call, sms or email. (24 hrs to correct the hair issue)
  - Step 3: If not corrected after communication with parent – afternoon DT, which cannot be cancelled
  - Step 4: Referred to the SGB discipline committee

## **CONFISCATED ITEMS**

All confiscated items such as jewelry, items of non-uniform clothing etc. will be returned at the end of the term. Confiscated goods will be marked and stored in the school safe.

Dangerous objects that were confiscated must be collected by the parents and will not be handed to the learner directly.

Alcohol/ banned/ illegal substances and or any other items illegally objects will be handed over to the SAPS.

## **I-PODS / MP 3 PLAYERS / SMART WATCHES / ELECTRONIC DEVICES etc.**

Learners bring the above-mentioned items to school at own risk — we would prefer that they not be brought to school. If brought to school, learners must lock these items in their lockers or hand them in during register period.

The school will not be held responsible if any of these items are stolen.

Should these items be used/switched on during school times, they will be confiscated.

Earphones/headphones must not be worn during school time (unless specified on the ISP of the learner).



## **LEARNERS DRIVING MOTOR VEHICLES**

Should a learner wish to drive himself/herself to school and park the vehicle at school, the following conditions must be met:

1. Letter from the parent to the principal requesting their son/daughter be allowed to drive to school, and park the vehicle at the school.
2. Copy of the learner's valid driver's license and proof of insurance be given to the principal.
3. Learners must park their vehicles in the allocated parking area and obtain a parking disc from Deputy Principal.
4. Learners are required to pay a fee per year for parking.
5. Parking on the school grounds is at own risk.
6. Failure to comply with any of the above conditions will result in immediate suspension of the concession to park the vehicle on school grounds.

## **DECLARATION OF EDUCATORS' RIGHTS**

In so far as the SA Schools Act, SACE and the Tafelberg School Code of Conduct place certain responsibilities on educators, these same documents confer authority on educators to manage their classrooms and discipline their charges accordingly. Furthermore, they and the SA Constitution confer certain rights to educators. In an effort to make Tafelberg school a place of excellence and to create, and maintain, an environment conducive to teaching and learning, we the educators of Tafelberg School take to be self-evident the following rights;

1. to be treated with respect
2. to teach unhindered by disruptive elements
3. to discipline learners according to approved school policy, relevant Acts and conventions
4. to expect that reasonable requests will be carried out without argument
5. not to be verbally abused
6. not to be verbally or physically threatened
7. to work in a safe and clean environment

The educators wish to work and co-operate with learners and parents to maintain a sound academic ethos at Tafelberg School, and trust this Declaration will help towards achieving this worthwhile goal.

## **PLEDGE OF SUPPORT**

It is understood that Educators, parents and learners pledge to support the Code of Conduct and discipline policy of Tafelberg School.

It is important that learners and parents/guardians familiarize themselves with the contents of the Code of Conduct and discipline structure. The structure will be explained at school, but we urge parents/guardians to discuss the policy with their children.

We, the staff at Tafelberg, wish all our learners a happy and successful year, and know that with their co-operation and support we can help them achieve their full potential.